



Ministry of Justice

No of Letter of Appointment being varied:**Con_17676**.....

Variation Form No:.....**01**.....

BETWEEN:

Ministry of Justice ("the Customer ") and

Get The Data ("the Supplier")

1. Due to the impact of Covid-19, this Contract is varied as follows and shall take effect on the date signed by both Parties:

Terms and Conditions - Schedule 2: Statement of works

Update: Project Start Date (p39)

1st June 2020

Update: Key individuals (p39)

REDACTED – Customer Project Manager

REDACTED – Supplier Project Manager

REDACTED – Commercial/ contract queries

Services and deliverables

Addition: At start of section

The 'Evaluation of MoJ Youth Justice Reform Programme: Specification of requirements' section from pages 39-59 was provided to potential suppliers to assist them in submitting a tender for the current project. The Supplier has already provided a tender and is not required to undertake this exercise again. The following sections detail the scope, aims, and research questions of the project which the Supplier is undertaking, and remain valid:

- Project requirements: (17)
- Scope of requirements (18, 20, 21, 23)
- Out of scope (24)
- Aims and research questions (25-27, 29-39)

Remove: Methodology Section (40- 50)

All text under this heading to be removed.

Addition:

Supplier to deliver the project as outlined in their tender, attached below. A full, updated risk management log is to be provided by the Supplier to the Customer upon commencement of the project and reviewed by the Supplier on a weekly basis. The full project timetable included in the tender will be reviewed jointly between the Supplier and Customer on a regular basis, until the Covid-19 situation allows for a new timetable to be mutually agreed upon.

REDACTED

Addition: Outputs (51)

Timings and any variation of outputs other than those outlined in this variation are to be reviewed and mutually agreed upon between the Customer and Supplier once Covid-19 impact has reduced.

Remove: Timetable (64 – 65, Table 1)

Addition:

Initial work to begin on signing of contract which can be done remotely as per the following description.

Scoping study:

Site profiles, key background documents relating to reform packages, and implementation timescales by work strand and establishment to be provided by the Customer to the Supplier. Supplier to participate in one introductory call with each work strand lead to provide clarification on documents. Supplier to review documentation and MI data provided by the Customer to gain an understanding of the background and overarching aims of the work strands, and key outcomes.

Impact Feasibility Study:

Supplier to identify and collate existing administrative/ MI data that are available, assist in the completion of the data request process, review and analyse provided data. From this, the Supplier will design a quasi-experiment, where possible, and provide a feasibility report to the Customer. The Supplier will test the experimental model and provide early results to the Customer (if appropriate/ possible).

Table 1: Expected timetable for Scoping and Impact feasibility work

Date	Task
w/c 8 th June 2020	Customer to provide background documents on reform package to Supplier
w/c 15 th June 2020	Supplier to have completed introduction calls with work strand leads
w/c 15 th June 2020	Data request submitted (joint task between Supplier and Customer)
w/c 29 th June 2020	Administrative data provided to Supplier
w/c 27 th July 2020	Supplier to submit finalised report on feasibility assessment of impact evaluation

The remaining deliverables from the original table/ tender will still be required, and will be scheduled at a mutually agreed timescale once Covid-19 impact has reduced. It is anticipated that once delivery can commence, it will do so at a similar pace as outlines in the tender. The end date of the project will be revised accordingly.

Remove: Project costs (66-70).

Addition:

Total costs for the project shall not exceed £245,795 (excluding VAT).

Revise: Payment Milestones (71)

Table 2: Suggested payment milestones

Expected dates to be removed, and mutually agreed in future.

REDACTED

Remove: Response (79)

Remove: Tender evaluation (80-94, including Tables 3-8)

Remove: List of Annexes

There is no change to the overall contract value. There is no fundamental change to the works being delivered. These changes are to allow delivery to commence on an area of work which can be delivered remotely, whilst the timeline for the remaining work is to be revised when more information becomes available on the impact of Covid-19.

2. Words and expressions in this Variation shall have the meanings given to them in this Contract.
3. This Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Customer

Signature

REDACTED

Date

REDACTED

Name (in Capitals)

REDACTED

Address

REDACTED

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

REDACTED

Date

REDACTED

Name (in Capitals)

REDACTED

Address

REDACTED